

4303 - FLEET OPERATIONS SUPERVISOR

NATURE OF WORK

Highly responsible supervisory and technical shift work in the operation of the automotive shops for the maintenance, servicing, repair and modification of a wide variety of automotive and heavy construction equipment, and repairs and fabrications of a mechanical nature for other equipment for City facilities.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Assigns, schedules, supervises and audits the maintenance, repair and fabrication of a variety of automotive and construction equipment, such as: repair and overhaul of engines, transmissions, brake and electrical systems, welding, etc.

Supervises the maintenance of a variety of records; prepares comprehensive reports.

Evaluates performance of employees, equipment, and operating procedures.

Performs periodic inspections of automotive equipment and a variety of mechanical installations to determine necessity for repair and preventive maintenance.

Checks parts, tires, and other purchased materials for conformance to specifications.

Reviews operations for adherence to safety standards and/or safe practices of operation.

Establishes and maintains effective relations with employees and the general public.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in the use of tools and machines employed in the mechanical trades.

Considerable knowledge of the construction, adjustments, and maintenance of all types of automotive equipment.

Considerable knowledge of the hazards and dangers in shop operations.

Ability to establish and enforce safety standards or procedures.

Ability to plan and layout the work of mechanics, trade workers, and other shop employees.

Ability to instruct, train and supervise skilled, unskilled, and other personnel of the division.

Ability to evaluate performance of employees, equipment, and operations.

Ability to design and supervise the fabrication of special mechanical equipment, apparatus, and parts.

Ability to establish and maintain effective working relations with employees and the public.

Ability to prepare reports and to supervise the maintenance of a variety of shop records.

MINIMUM REQUIREMENTS

Five (5) years supervisory experience in an automotive fleet management environment which includes budgeting, specification writing, fleet management systems, and other administrative functions. Driver's license. Obtain Class "A" Florida Commercial Driver's License valid for air brakes with N and P endorsements within 90 days of appointment.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Continuous standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling. Heavy/strenuous lifting.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with latitude for the use of independent judgment in the selection of work methods and procedures and is subject to review for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

Assigns, supervises and audits the work of mechanics, trade workers and other personnel of the division.

Rev. 1/96 (minimum req.)